

CELEBRATING



25 YEARS

## STEP-BY-STEP GUIDE TO ENTERING ONLINE

### 1. Google Account

- Ensure you have a Google account before submitting your entry. This is to verify identity and allow you to access the form.

### 2. Payment

- Follow the payment guide below and have your confirmation of payment ready.

### 2. Entry Form

- Fill in the online form, uploading your confirmation at the end.

1. Please make sure you have a [Google account](#) in preparation to fill in the entry form.
2. Refer to the [syllabus](#) for details of competitions and entry fees. Please make your payment as follows:

### Payment details

Please transfer your fees to "**Friends of McGahan Lees**"

Sort code: **401804**

Account number: **61557912**

Reference\*: **MCGLFEIS [Dancer surname] [Dance school]**

\*Please provide a reference for your transfer in the format:

**"MCGLFEIS [Dancer surname] [Dance school]"** (or as much of this as you can fit within your character limit). This will help us to match payments.

CELEBRATING



25 YEARS

[Click here to access the entry form](#)

- Please fill in ONE ENTRY FORM PER DANCER or CEILI TEAM, according to these instructions:

### Solo dancer competitions

This screenshot shows the first page of the entry form. It includes a field for 'Email \*' with the example 'example@gmail.com', a section for 'I wish to enter \*' with radio buttons for 'Solo competitions' (selected) and 'Figure/ceili competition', and a 'Competition type \*' section with three radio button options: 'Open championship (option to add graded solos later)', 'Preliminary championship (option to add graded solos later)', and 'Solo dances ONLY'. The page is labeled 'Page 1 of 12'.

- Fill in your email address and select “solo competitions” on the first page.

- Enter dance school, competitor name, and select competition type.

For those entering open/prelim championship AND grade dances, please enter open/prelim championship first as you'll then have the option to enter grades too.

### Open and preliminary championships:

- All you need to do is select your age group, then select whether you want to enter any graded solos as well. If so, read on. If not, skip ahead to “final steps” below.

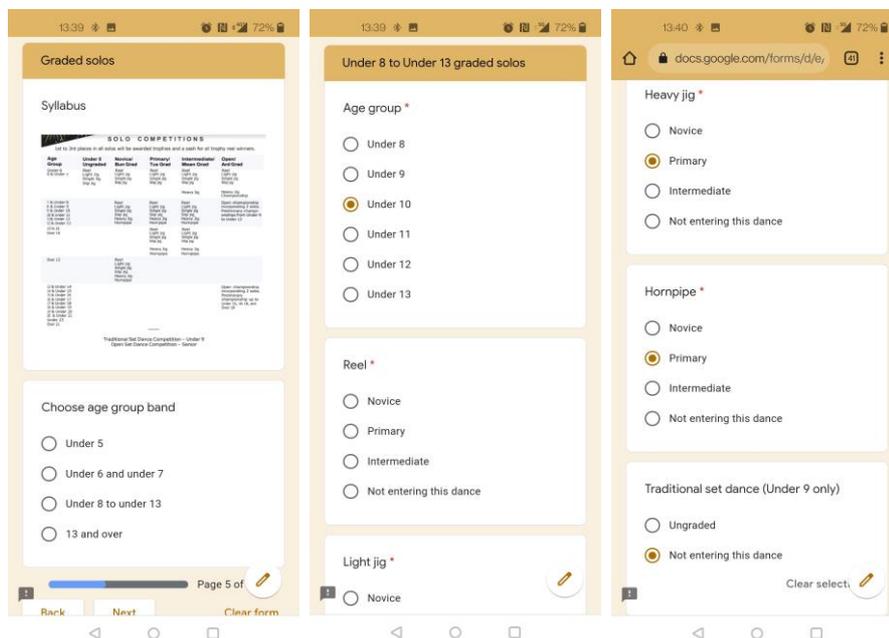
This screenshot shows the second page of the entry form. It features a dropdown menu for 'Age group \*' with options ranging from 'U6 mixed' to 'U15 girls'. Below this is a question: 'Do you wish to add any graded solos to your entry for this dancer? \*' with radio buttons for 'Yes' and 'No'. The page is labeled 'Page 2 of 12'.

CELEBRATING



25 YEARS

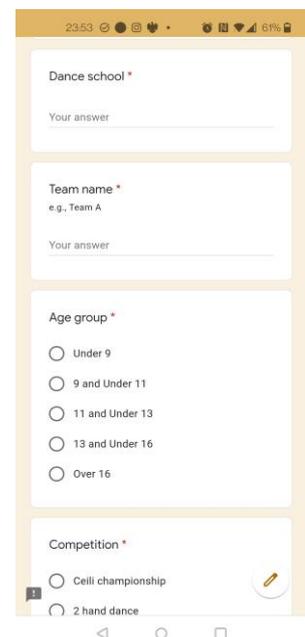
### Graded solos:



7. First, choose your age band.
8. Next, select your exact age group
9. Finally, select your grade for each dance individually (or select “not entering this dance”).

### Figure/céili teams

10. Select “Figure/céili competition” from the first page. Then, simply fill in school name, team name (e.g., Team A, Team B), age group, and competition type.



CELEBRATING



25 YEARS

## Final steps...

A screenshot of a mobile application interface showing the 'Acknowledgements' section. The title 'Acknowledgements' is at the top. Below it, a paragraph states: 'By submitting an entry to the McGahan Lees Open Feis 2022 you hereby acknowledge and agree that:'. There are two numbered items, each with an 'I agree' radio button. Item 1: 'All entrants and spectators agree to adhere to whatever government guidance that is in place in relation to the control and spread of COVID-19 or any other variants.\*'. Item 2: 'All entrants acknowledge that on entering this event they will be providing personal information in accordance with the current GDPR regulations. This information will be held and used by the feis organiser strictly for any activity relating directly to the event itself and will be destroyed within 7 days of the last competition ending.\*'. A third item is partially visible at the bottom: '3. You have discussed and agreed your...'. The interface includes a status bar at the top with the time 13:40 and battery level 72%.

11. Once you've entered your competition/s, you'll be asked to agree to our **terms and conditions**.

12. Finally, you'll need to complete our **payment** page using the details and confirmation of your bank transfer.

A screenshot of a mobile application interface showing the 'Payment' section. The title 'Payment' is at the top. Below it, there are three main sections: 1. 'Total amount paid \*' with a sub-instruction: 'If paying a family fee for 2 or more dancers, please enter the family fee for the first dancer and FF for the remaining dancer/s.' and a text input field labeled 'Your answer'. 2. 'Transfer reference \*' with a sub-instruction: 'Please provide the reference you assigned to your transfer, i.e., "MCGLEIS [Dancer Surname] [School]". This will help us to match your payment.' and a text input field labeled 'Your answer'. 3. 'Please upload your payment confirmation here.' with a blue button labeled 'Add File'. Below these is a 'Payment notes' section with a sub-instruction: 'Please provide any notes about your payment, e.g., "Family fee for [Names]".' and a text input field labeled 'Your answer'. The interface includes a status bar at the top with the time 13:40 and battery level 72%.

Thank you for your entry!